

## **Appearance Commission Minutes Meeting on Thursday, November 8, 2012**

### **Attendees:**

Lori Wray  
Jim Gargis  
Collette Touchette  
Alicia Rayfield  
Tom Rowe  
Sandra Waters  
Jan Freeman  
Jane Martin

### **Guests:**

Doyle Wyatt

### **Item 1: Call to Order**

Chairperson, Lori Wray welcomed everyone and called the meeting to order.

### **Item 2: Approval of Minutes**

The minutes were approved with some changes.

### **Item 3: Old Business**

The agenda was re-arranged to allow items requiring input by Doyle Wyatt be addressed first.

#### **A: Landscape Plans behind City Hall**

- Doyle presented the landscape plan for the new parking lot behind the police dept.
- The committee questioned why there were no plants around the planned ATM machine.
- The committee also expressed concern over the proper screening of a dumpster that will remain in the area. Can we use plants? If so, we will need about 3ft. beyond the pad. If they are not planned can we still do since the asphalt has not yet been poured?

#### **Actions:**

- **Lori will contact Wilce or Dusty on how they intend to address the dumpster. Will they use a fence or screening material?**
- **Tom Rowe will contact Todd Clark regarding the placing plants around the dumpster.**

#### **B: Wayfinding Sign Committee**

- Jim Gargis reported that at the October Wayfinding meeting the DOT attended. The DOT stated that Newton could landscape the cement islands located at the intersections of Hwy 10 and 16 and at N. College and N. Main.
- The DOT has a person that is very knowledgeable about vegetation and will be glad to help us in planning the landscape.

- Technibilt has requested a sign on Southwest Blvd. but due to restrictions of the state owned property and city owned property the closest they could place a sign to the road is 70ft. The City of Newton Planning Board is reviewing the Corridor Overlay Plan to determine changes that can be made in order to accommodate Technibilt's request.
- Collette Touchette reported on the November Wayfinding meeting. At this meeting it was requested that the Appearance Commission be responsible for landscaping all 7 identified Gateway signs. Collette showed the Appearance Committee the proposed Gateway and Directional Signs. Everyone was very pleased with the signs' designs.
- The committee identified the following information needed for determining the proper landscaping:
  - All dimensions of the signs
  - Exact locations of all signs
  - Base design of signs
  - Base material
  - Any existing bases that will be used.
  - Lighting to be used
  - Different or same landscaping at each location
- Process for Landscape design will be as follows:
  - Collette will get above information from Wayfinding Committee to Doyle
  - Doyle will design landscape plans
  - Appearance Commission will review
  - Collette/Doyle will present to Wayfinding Committee
- The Commission also recommended that the Bradford Pears at the city sign on Hwy 321 be removed.

#### **Actions:**

- **Collette will get above information from Wayfinding Committee and pass on to D. Wyatt.**
- **Sandra Waters will take request to cut down Bradford Pears to the Tree Board**

#### **C. Hanging Baskets**

- Doyle asked if we wanted to do anything different with the hanging baskets downtown. We now have 80 hanging baskets throughout the town. We have been using wave petunias because they are easy to maintain, look good and need no dead heading. The Commission agreed to continue with this strategy.
- Sandra Waters noted that downtown Lenoir have sculptures in their planter boxes instead of plants and suggested that we all visit to see how they look.

#### **D. America in Bloom – Nat'l Awards Program**

- Doyle presented Lori with a brochure regarding the program.

**Action: Lori will review the brochure and get back to the committee on its applicability to us.**

**E: Appearance Commissions Mission Statement and Duties**

- Collette made a motion to accept the mission statement and duties as written with the addition of 6a. and 6b from the state's general statutes. Jan seconded the motion. The motion carried.

**Action: Lori will forward the document to City Attorney Larry Pitts for review.**

**F: Christmas Lights Around the Square**

- Cement work on the street is preventing trucks from installing lights on the South Side. Sandra Waters reported they are working on solving this problem.

**Action: The Commission will meet at 6pm, Nov. 15 at Callahan's to review all the decorations. At this time we may make suggestions for items to be ordered for next year.**

**G: Adopt-a-Spot Information for Merchants**

- Lori presented a draft Adopt-a-Spot Brochure for the Commission to review.

**Action: All members are to review prior to the next meeting for discussion at the next meeting.**

**H: Eat Smart Move More**

- The city will be getting a sign making machine kit so it can make its own signs.
- We are hoping to hold a ribbon cutting in the Spring for the Eat Smart Move More Walking Paths after a presentation to the City Council.
- A brochure still has to be developed

**Action: Sandra Waters and Lori Wray will develop a brochure for review.**

**I: Committee Work Session**

- The commission set a date to meet at the Rec center on Jan 12 from 9am till 12noon to discuss both short term and long term strategies for the committee.

**J: Ordinance Article for Next City Newsletter**

- Lori presented a draft for the next city newsletter. All agreed to submit the article as written.

**K: Commission Website Alterations**

- It was decided to table this discussion until the Work Session in January

**L: Arbor Day – Tree Board**

- The Tree Board wanted to know if the Appearance Commission wished to help plan Arbor Day. The Commission stated that they did not think that this fit into their realm of duties.

**M. Additional Members**

- The Committee will need 2 new members in April. Three members will rotate off in April. Collette Touchette reported that she had contacted someone from East Newton for possible members but had not heard back from them.

**Action: Lori Wray will contact the owner of the Latino Plaza for possible members.**